

City of Lake Forest  
25550 Commercentre Drive, Lake Forest CA 92630  
**Affirmative Action Applicant Tracking Sheet**

Name: \_\_\_\_\_

It is the policy of the City of Lake Forest to provide equal employment opportunity to all applicants for employment on the basis of merit, qualification, competency, and professional excellence; and to prohibit discrimination on the basis of race, color, religion, national origin, ancestry, sex, marital status, age or disability. The information requested on this form helps us compile statistical data regarding our recruitment and selection process and to comply with the reporting requirements to the Equal Employment Opportunity Commission.

Please complete the questions below. The information will be kept separately from your application and will not be used for any part of the application evaluation process. The information is voluntary, but your cooperation in providing it will be appreciated.

Position applied for: \_\_\_\_\_

City and State where you reside: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Please mark one:

- ☐ 1. WHITE, includes Whites, Anglo-Saxons, Europeans, and persons of Indo-European descent including Pakistani and East Indian.
- ☐ 2. BLACK, includes persons of African descent as well as those persons identified as Jamaican, Trinidadian, and West Indian.
- ☐ 3. SPANISH SURNAME, includes Mexican-Americans, Mexicans, Chicanos, Latinos, all persons of Puerto Rican, Cuban, Latin American or Spanish descent.
- ☐ 4. ASIAN OR PACIFIC ISLANDER, includes Asian-Americans and persons of Japanese, Chinese, Korean or Filipino descent.
- ☐ 5. AMERICAN INDIAN, includes Aleuts and Eskimos.
- ☐ 6. OTHER, indicate specific ethnicity or national origin \_\_\_\_\_

Please indicate any handicaps you may have:

Physical (specify) \_\_\_\_\_

Mental (specify) \_\_\_\_\_

If you have a handicap requiring reasonable accommodation during the selection process, please inform the Human Resources Office at (949) 461-3415 at the time you are invited for an interview or examination.

How did you learn of this position? \_\_\_\_\_ Friend/Relative \_\_\_\_\_ Personal Inquiry  
\_\_\_\_\_ Internet \_\_\_\_\_ Job Flyer/Bulletin

\_\_\_\_\_ Newspaper (name) \_\_\_\_\_

\_\_\_\_\_ Other (describe) \_\_\_\_\_

Thank you.